# Standard Risk Assessment - Road Rides

**Crawley Wheelers Cycling Club Risk Assessment Introduction**

Firstly, thank you for taking the time to read this document.

It goes without saying that looking out for one and other is very important and lies central to the ethos of the Wheelers. ‘We never leave a rider behind’ is a positive statement of what the club is about. Some of the things contained in this document are things that we already do or what you would consider to be common sense. There will be things as well that you may never have considered.

To comply with the requirements of the club’s insurance with British Cycling all these things must be formalised into what is known as a ‘Risk Assessment’.

A Risk Assessment is an important step in protecting both our members and our Club as a whole. Every time we ride our bikes, we are exposing ourselves to various risks and the Risk Assessment helps us to focus our minds on these risks and hopefully help to reduce them.
As previously stated, the club is required to have in place a Risk Assessment to manage and hopefully reduce or even eliminate the risks. It is not expected that the club eliminates all risk, but we are required to protect people as far as is ‘reasonably practicable’.

It is mandatory that club members join British Cycling, Cycling UK or British Triathlon Federation as this will ensure 3rd party liability cover for the individual rider.

**What is Risk Assessment?**

HAZARD = something with the potential to cause harm
RISK = the chance, great or small, of coming into contact with that hazard.

This Risk Assessment is a careful examination of what, in our sport, presents a hazard and could cause harm to people. Once a hazard has been identified it is then a matter of assessing what the risk is in relation to that hazard. A grid system is then used to combine the two and give a graded level of risk LOW, MEDIUM, HIGH.

When that has been done the next stage is to think of ways to reduce / eliminate that risk. These are the control measures. Once the control measures have been implemented you are then left with the residual risk (or the risk could have been eliminated).

The Risk Assessment can then be reviewed on a regular basis to assess a number of things e.g. are the existing control measures working, have any new hazards been identified, have any existing hazards been eliminated.

**Duties of Care**

As a Committee Member and/or Ride Captain, you have accepted the responsibility of leading others. You owe them a duty of care to ensure that they are not exposed to a foreseeable risk of injury, as far as you reasonably can. If you accept a position, you are likely to agree to carry out certain functions, which may affect the safety of others both inside and outside the club. You are accepting responsibility, and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises.
As a rider you have responsibilities to other riders, road users and members of the public as detailed in this document.

For example:
• If you are a Committee Member, you must implement, discharge, communicate and review the club’s safety policy, risk assessments, training requirements etc.

• If you are a Ride Captain, you have agreed to lead a ride and you must take reasonable measures to see that the ride is as safe as it can be.
It is also important to note that individual Members of the club have a duty of care not only to themselves but to members of the public and to the persons with whom they are riding. I.e. The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

**Summary**
Reading this you may be thinking ‘this is scary I am never going out on my bike again’. However, as stated earlier, most of this is common sense and is action that we already undertake. The key word in all of this is REASONABLE. Clearly, one is not expected to guarantee the safety of others, merely to act reasonably.

Importantly, please respect the Ride Captain. Without them, club rides would not be possible. Listen to the briefings, pay attention whilst on the road and feel free to contribute to the end of ride debrief.

Please read on and make yourself familiar with the contents of this document.
If you have any questions/comments/ideas do not hesitate to contact a member of the committee or a nominated club official.

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| All riders are reminded that they are responsible for their own safety; individuals take part in any group activities at their own risk. We strongly urge all riders to obtain appropriate 3rd party insurance as a minimum. It should be noted that no liability shall be attached to Crawley Wheelers Cycling Club (including its officials and members) for any injury, loss or damage suffered. |

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| Risk Assessment: Club Road Rides | Location: All Crawley Wheelers Cycling Club Road Ride Routes<br>Document Reference: Risk Assessments. |
| Completed by: Denise Page/Mark Penfold<br>Date Completed: 07/11/2024<br>Next Review Date: 07/11/2025<br>Signed Off Date: 07/11/2024 | Other relevant Risk Assessment: Chain Gang, Off-Road |

| Activity | Hazard | Who I at | Level | Control Measures Recommended | Residual | Further | What | Person |
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| | | Risk? | (H/M/H) | | Risk (H/M/L) | Actions Required (Y/N) | | Responsible |
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| 1. Pre-Ride | Equipment: Conditions, accidents | Rider | L | Cycles must be legal and roadworthy<br><br>Riders to carry out pre-ride checks, brakes, frame, steering, pedals/cleats, wheels & tyres<br><br>Tri-bars are not permitted on ANY club ride | L | N | | All Riders |
| 2. Pre-Ride | Equipment: Breakdown, Stranded | Rider & Public - query | M | Each rider should carry minimum tool kit comprising:<br><br>• Method of inflating tyre/inner tube<br>• At least one inner tube (2 recommended)<br>• Two/Three tyre levers<br>• Multi Tool with Chain splitter and Chain links.<br>• Mobile phone and money/cash card<br>• Cycle must be legal and roadworthy<br>• Contact Details of Ride Captain. | L | N | | All Riders |
| 3. Pre-Ride | Equipment: Clothing-Visibility, Comfort and safety | Rider | M | Riders to assess weather and dress appropriately<br><br>Waterproof jacket/gilet to be carried when needed<br><br>Recommended high visibility clothing/jacket<br>Strongly recommended that Riders wear helmets meeting the appropriate safety standards. These should not have been involved in a crash impact and to be changed at manufactures recommended intervals<br><br>Recommend the wearing of eye protection<br><br>Mudguards are recommended during the winter months<br><br>If riding at night, ensure both front and | L | Y | Met Office weather forecast | All Riders |

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| | | | | rear lights have sufficient battery life for the ride and meet the legal standards. Carry spares if practicable. | | | | |
| 4. Pre-Ride | Equipment: Communication, stranded | Rider | L | Mobile phone or money for public phone to be carried.<br><br>Riders to be familiar with route and be aware of where they are at all times. Download route if possible. Review if available in advance.<br><br>Have ride captain's contact details or those of another rider on the same ride | L | Y | Where possible route details will be available on Crawley Wheelers Website and social media in advance. | All Riders |
| 5. Pre-Ride | Equipment: Food/Drink | Rider | L | Familiarise yourself with distance, & elevation gain of ride as well as forecast conditions prior to attending meeting point<br><br>Riders' responsibility to ensure they carry enough food/drink/energy gels for duration of ride and temperature.<br><br>Carry money to purchase food/drink | No risk | Y | Briefing, giving length of ride and any stops<br>See point 10 | Ride Captain<br>Riders |
| 6. Pre-Ride | Preparation: Health | Rider | M | Riders to ensure they are aware of the distance; elevation gain and pace of the ride and are of sufficient level of fitness to complete ride chosen<br><br>Consider dropping down to an easier ride or even avoiding any ride if you are feeling unwell or are not able to complete it<br><br>Ensure any specific medication is taken on rides or any other first aid deemed necessary<br><br>If during the ride you feel unwell, inform the ride Captain immediately | L | N | See point 4 and 5 | Rider |
| 7. Pre-ride | Group size/ Riders experience: Accident, traffic problems | Riders and Public | M | Group to be split at ride captain's discretion<br><br>Groups should be split according to ability and speed | L | Y | If scheduled ride captain is not available a replacement should be chosen from regular experienced riders within the group | Ride Captain<br>Rider |

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| | | | | Any new riders should identify themselves to the ride Captain and consideration should be given to allocating a 'ride buddy'<br><br>Be familiar with the Highway Code (Rules H1 & H2 relating to the hierarchy of road users and cycle specific rules 59 to 82) and particular advice on where/when to ride two abreast or single file (rule 66)<br><br>Always follow any instruction given by ride captain | | | | |
| 8. Pre-ride | New/Guest Riders | Riders and Public | M | Any guest/new rider must introduce him/herself to the ride Captain<br><br>Ride captain will alert new riders to the existence of the risk assessment documents on the website and request they make themselves familiar with the policies before the next ride<br><br>Guest must hold a genuine view to join the Crawley Wheelers. | M | Y | Consider inviting a competent rider and club member to ride with guest. Rider to teach ride/club protocol during the ride (see also point 11) Establish if ridden as a guest before with Crawley Wheelers with intention of joining the club. Ensure the new rider is aware they have no 3rd party liability cover after two rides. | Ride Captain Rider |
| 9. Pre - Ride | Weather | Rider | M | Ride secretary and ride captains to review weather conditions prior to ride.<br><br>The paragraphs below do not apply to the chain-gang rides which have a separate risk assessment.<br><br>Consideration is given to adverse weather conditions and cancellation of rides<br><br>Cold Weather Policy (CWP) to be enforced if temperature falls to zero overnight and due to remain at +2C at 8am (referenced to Met Office for Crawley area)<br><br>If Wind is shown at gusts of 40mph + between ride start time and 1pm or If CWP conditions are not met, then rides will be cancelled and notification to | L | Y | If rides are going ahead i.e. they have not been cancelled under the CWP or Wind policy, then riders to make their own decisions as to whether to ride in the expected conditions | Rider<br>Ride Secretary<br>Ride Captain |

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| | | | | members via Website at 2000hrs day before rides. | | | | |
| 10. Pre-ride | Communication | Rider | M | Ride Captain to undertake a pre-ride briefing for all riders to cover the following<br><br>An overview of the route, any stops, likely duration and distance<br><br>Any known route hazards, diversions or other considerations<br><br>Any issue relevant to the weather (wind/frost/ice etc.)<br>Check for presence of new members or guests and cover 3rd party liability insurance limitations with them. | L | Y | Ride captain to give a retrospective run through of main briefing points to riders who missed the briefing | Ride Captain |
| 11. Ride | Collision/ Accident: Each other | Rider | M | Ensure bike is properly maintained<br><br>All riders to be conversant with the group ride calls, hand signals and warnings and ensure that these calls are passed along the line<br><br>Ride smoothly and consistently with no sudden movements., be aware of those around you and do not brake without warning<br><br>Concentrate at all times and anticipate changing road conditions<br><br>When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others<br><br>Ride slightly to the side of the wheel in front and with sufficient safe gap if not confident/competent to ride immediately behind the wheel in front<br><br>Do not let your front wheel overlap that of the rear wheel of the bike in front<br><br>When riding two abreast maintain an even pace and do not speed up when another rider draws level (do not 'half | L | Y | Pre ride briefing to be undertaken (point 10 above)<br>New/inexperienced riders to be identified and given ride buddy (experienced rider) where possible<br><br>Establish rider skills programme and encourage all members to attend | Ride Captain<br>Ride leader/Club Coaches<br>Committee |

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| 12. Ride | Collision Accident: | Riders and Public | H | Riders will conform to the Road Traffic Act and always follow the Highway code<br><br>Riders will obey all traffic signals and signs<br><br>At times of poor visibility, wear bright clothing and if necessary, use cycle lights<br><br>All riders to continually assess traffic conditions, driver attitudes and carry out Dynamic Risk Assessments (DRA).<br><br>Should the need to stop arise e.g. through puncture, breakdown etc. then a place must be found sufficiently off the road to allow safe passage of traffic<br><br>Consider using person(s) at Strategic points to warn oncoming traffic of any obstruction.<br><br>Riders to warn of approaching vehicles using known calls | M | Y | Consideration be given to nominating a ride Captain assistant during any ride to assist with control of the group<br><br>All accidents to be reported as per the Road Traffic Act and to the committee<br><br>An accident report submitted detailing the circumstances<br><br>Report all near misses<br><br>Accident trend monitoring to be conducted | |
| 13. Ride | Chain Gang | Riders Public | H | See separate RA for chain-gang rides | M | Y | See separate chain-gang RA | |
| 14. Ride | Accident: Falling off | Rider | M | Pay close attention to the road surface at all times and dynamically risk-assess any changes identified e.g. consider dismounting to cross a ford. | L | Y | Should a club ride set off and there be a risk of ice or other inclement weather then there should be a continual dynamic risk assessment of the conditions.<br>Consideration should be given to;<br>a) Call off ride<br>b) Change the route<br>c) Stick to main roads if they are clear of ice. | |

| **Activity** | **Hazard** | **Who I at** | **Level** | **Control Measures Recommended** | **Residual** | **Further** | **What** | **Person** |
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| | | Risk? | (H/M/H) | | Risk (H/M/L) | Actions Required (Y/N) | | Responsible |
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| 15. Ride | 3rd Party Claim Arising From Accident /Mishap | Rider | L | Crawley Wheelers Cycling Club insists that all of its members are covered for 3rd party claims via membership of an appropriate organisation providing 3rd party liability insurance e.g. British Cycling / Cycling UK / BTF | L | Y | Ride captain to ensure 2 ride limit for BC 3rd party liability insurance cover is understood by new members on their trial rides | Rider |
| 16. Ride | Theft of cycle | Rider | M | Always try and ensure that your bike is within your sight during stops<br><br>At protracted stops e.g. café, ensure that your bike is locked to an immovable object / other bikes using a good quality /approved lock.<br><br>Ensure that you have adequate insurance cover in place covering the loss of your bike | L | Y | If a theft does occur report to the police.<br>Also report matter to the Ride Secretary so that the club have record of location and circumstances for future reference. | Rider<br>Ride Captain |
| 17. Ride | Stopping | Riders and Public | M | Always choose a safe place to stop as a group, and avoid road junctions, bends and other physical road hazards.<br><br>Warn riders before stopping and keep the carriageway clear.<br><br>In the event of punctures, breakdowns etc. clear the carriageway if possible, or ride captain to instruct the group to continue to a safe waiting place.<br><br>Assess the problem and decide whether to hold up the ride or leave the affected rider with helpers and details of the route to the next stop(s).<br><br>If unsure of the route, stop well before junction to consult map.<br><br>Check for presence of back-marker at junctions. If necessary, wait for slower riders beyond the junction. | L | N | | Rider |

| Activity | Hazard | Who I at Risk? | Level (H/M/H) | Control Measures Recommended | Residual Risk (H/M/L) | Further Actions Required (Y/N) | What | Person Responsible |
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| 18. Ride | Passing horse | Riders/ Horse rider | M | On approach to a ridden horse, the lead rider should warn the horse and horse rider by verbal communication that a human(s) is present and behind.<br>Lead rider to warn riders immediately behind with message being communicated backwards. Thereafter proceed and pass by slowly giving the maximum width possible.<br>Any front lights in flashing mode should be switched to steady mode, covered by hand or turned off until past the horse.<br><br>Heed any advice given by horse rider. (Horses can be spooked by bikes, it is essential that the horse hears the human voice before it sees the bike. | L | N | | Rider |
| 19. Ride | Cycle trails | Rider and Public | M | Speed should be reduced on trails.<br><br>Be aware of debris, litter and loose surfaces.<br><br>When approaching other users, reduce speed and give a warning sound, either mechanical or vocal to warn of your presence.<br>Dog or pet walkers may need extra time to control or distract their animal so give extra time for warning.<br><br>Wildlife is more abundant on these trails and riders should be vigilant. | L | Y | See points 11,16 | Rider<br>Ride Captain |
| 20. Ride | Event of accident | Riders | M | The group should be moved to a safe position off the road.<br><br>If required, take reasonable measures to control traffic<br><br>Administer first aid if comfortable doing so. If required call 999 for assistance. | L | N | | Ride Captain |

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| | | | | If injured cyclist is unable to continue, one of the group must stay with that person until assistance arrives.<br><br>Ride leader to assist any casualty in filling in an accident report form.<br><br>The committee must be informed after the event and as soon as practical | | | | |
| 21 Ride | Communication | Riders | L | Riders leaving a ride before the end must inform the ride captain to avoid confusion and potential breakup of group.<br>Ride captain to ensure new riders know how to get back to their destination. | No risk | N | | Rider |

| Activity | Hazard | Who I at Risk? | Level (H/M/H) | Control Measures Recommended | Residual Risk (H/M/L) | Further Actions Required (Y/N) | What | Person Responsible |
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| 22. Post-ride | | | | The Ride Captain will conduct a ride debrief in person or other appropriate method.<br><br>Riders are encouraged to raise any issues or concerns and just as important, to talk about things that have gone well.<br><br>In addition, any accidents, near misses and anything else of note must be brought to the attention of the Ride Captain if it hasn't already been done.<br><br>If any rider is not comfortable doing this in front of others, then please approach a committee member/club official privately, or via official email channels. | | | Report to the committee any matters arising from the ride | Ride Captain |
| 23. Rides outside UK | | Rider | M | Riders to make themselves aware of Local Road regulations.<br><br>Obtain hard-copy maps of the area being visited or download electronic equivalents.<br><br>Familiarisation of any hired bikes.<br><br>Ensure familiar with Foreign Office Health and safety advice on Country visiting. | L | | See points 1 *20 | Rider |